

HOW TO TRANSFER TITLE

LEGAL ADVICE LIMITATION:

The Recorder's Office is prohibited from giving any legal advice. It may be desirable to consult an attorney because of the legal aspects involved in how ownership should be held.

HOW TO TRANSFER TITLE:

To “***Change Ownership on Real Property***”, the present owners should complete and execute, before a notary public, a deed whereby the property is conveyed from the name in which it presently stands into the name or names in which they wish title to be held. Set out all names in full. The deed should be recorded in the county where property is located.

Deed forms may be obtained from most stationery stores that carry legal forms.

RECORDING FEES: *(all fees are prescribed by law)*

First page	\$6.00	NOTE: A Preliminary Change of Ownership is required or an additional fee of \$20.00 will be added.
Each additional page	\$3.00	

If the legal description does not describe a complete lot, the fee will be an additional \$10.00.